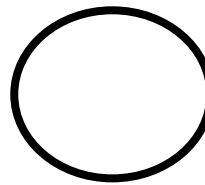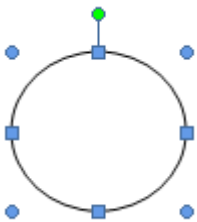# Inserting pictures into a shape
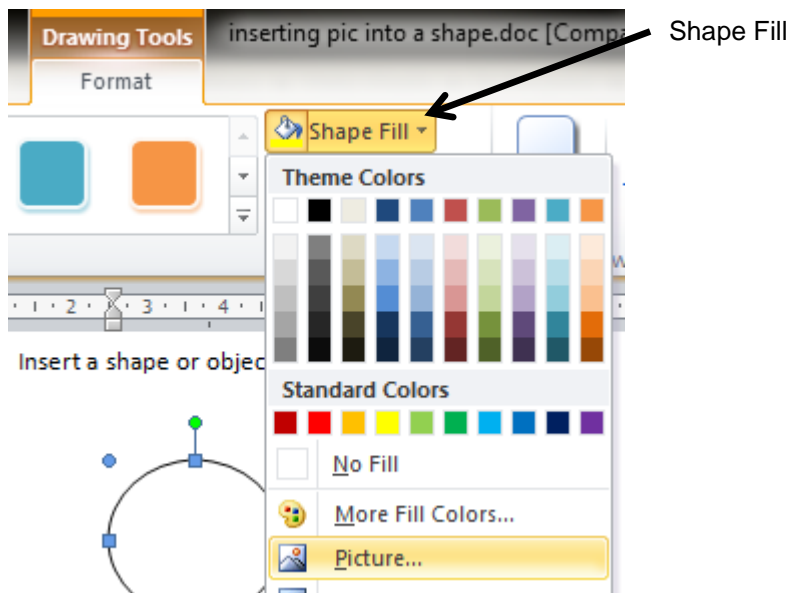
Microsoft Word

How about this tip to make your shape or object prettier? You can insert a picture into a shape.
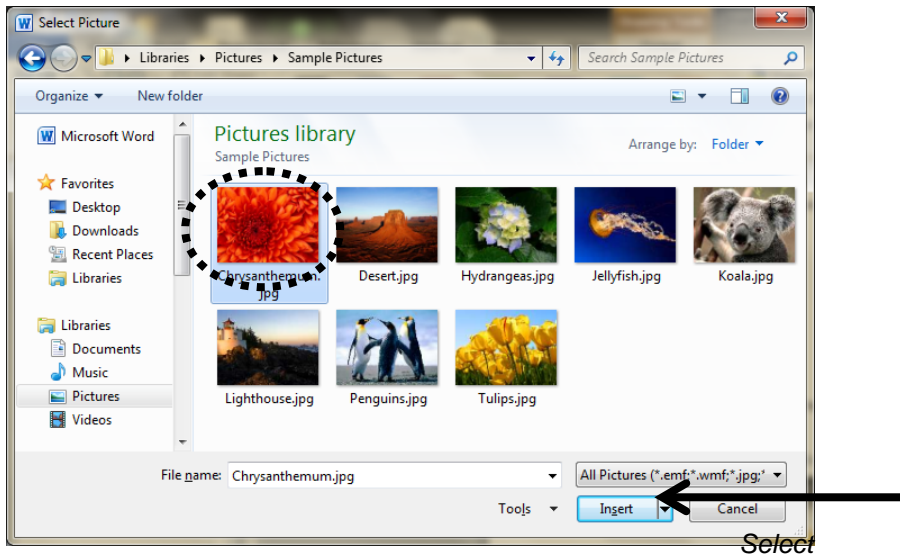

1. Insert a shape or object, e.g. a round shape

2. **Double click** on the **shape** (the Drawing Tools > Format Tab appears)

3. Click the arrow next to **Shape Fill** > **Picture...**

Shape Fill

4. **Select** the **picture** you wish to use

5. Click on **Insert**

6. Done